Tools and events to support you

Take advantage of as many resources as possible to prepare for your KHRIS role!

E-Learning: These online courses can be taken at your convenience and at a pace that's comfortable for you. Some courses will be combined with traditional classroom training for reinforcement. The e-learning courses are designed to be engaging and interactive, and will contain simulations that show users how to navigate the system and test their knowledge. E-learning courses can be taken multiple times. These courses include Basics of Navigation, Employee Self-Service (demonstration), Manager Self-Service, and the Health Insurance Portability and Accountability Act (HIPAA) training available at https://ky.train.org.

Tutorials: To help you become familiar with the layout of the new timesheet, the KHRIS team has created quick and simple tutorials. For departments using the KHRIS basic timesheet, click here. For departments who allocate time to multiple cost centers, click here for the enhanced timesheet tutorial. The tutorials will remain available for your reference.

New paystubs will be more individualized, and will only show the information that's applicable to you. A paystub tutorial is also available to explain what the new KHRIS paystubs will look like. This should only take about 15 minutes to complete and will remain available.

Webinars: Several online classes and a time entry refresher course for timekeepers and time administrators are available on the KHRIS website. These options provide the benefits of an instructor-led course without the inconvenience or expense associated with travel.

Classroom Training: Instructor-led training has been on-going since January. Classes may also be held by your individual agency. Contact your Training Lead for more information.

KHRIS Knowledge Center: This online website houses training material and is available to all end users.

Concept Slides: These PowerPoint slides are used by trainers to show employees various aspects of the KHRIS system and examples of transactions. They are also available through the KHRIS Knowledge Center.

Work Instructions and/or Simulations: Also known as a business process procedure (BPP), these specific documents explain the actual processes of different transactions in KHRIS. For example, the step-by-step process for entering a newly hired employee into the system is documented and used during training to guide the user through the procedure. The user will have the option of printing the work instructions for reference or going through a simulation of the procedure. Available through the KHRIS Knowledge Center.

Context Sensitive Help: A help button will be displayed on each page of a KHRIS transaction. When a user clicks on the help button, he or she is guided to specific reference materials associated with that page or action. Users can directly access the needed training materials, and can choose either simulated help or written help depending on their learning style.

KHRIS Service Center: *IT'S IMPORTANT THAT QUESTIONS FIRST BE REFERRED TO YOUR INDIVIDUAL AGENCY HUMAN RESOURCE DEPARTMENT.* Each agency has different policies and procedures that only your agency can address. In the event there are questions that the agency is unable to answer or if clarification is needed, they will then contact the KHRIS Service Center. *The KHRIS Service Center is here for technical assistance or questions that can't be answered internally.* Call 502-564-HELP (4357) or email PERS.KHRIShelpdesk@ky.gov.

War Room: A training war room has been established to assist with scheduling issues, training facility concerns, instructor questions, etc. This is only used by those involved in or conducting training.

User Coaching Center: Coaching opportunities will be available to assist users prior to and after KHRIS go-live. Users can take the on-line time entry refresher course, attend a group session March 28 & 29, or reserve time at the coaching center, A "coach" will be available to answer questions and assist.

Quick Reference Guides & Survival Kits: Brochure-type reference guides and survival kits for timekeepers and managers are provided through the KHRIS Knowledge Center and can be kept at the computer and referred to as needed.